

**MEMORANDUM OF AGREEMENT
BETWEEN
THE DEPARTMENT OF CHILDREN AND FAMILIES
AND
SOUTHERN CONNECTICUT STATE UNIVERSITY
Fiscal Year 2012**

This Agreement is made between the Department of Children and Families (hereinafter referred to as "DCF"), acting herein by its Commissioner, and Southern Connecticut State University (hereinafter referred to as "SCSU"), acting herein by the President of the University, or her designee.

WHEREAS, DCF encourages its potential employment candidates to pursue undergraduate and graduate degrees in the field of social work, which degrees shall enhance their service delivery skills and improve the quality of services provided by DCF staff to children and families; and

WHEREAS, DCF needs to recruit professionally-educated social workers, and SCSU can create a Traineeship program consisting of the provision of stipends to Bachelors of Social Work ("BSW") and Masters of Social Work ("MSW") students committed to pursuing careers in child welfare at the Department of Children and Families; and

WHEREAS, all BSW and MSW students are required to complete field internships, and DCF has agreed to provide said internships and supervision of students who commit to future employment with DCF through either individual supervisors or a group supervisor.

WHEREAS, SCSU has agreed to administer said program;

NOW, THEREFORE, the parties agree as follows:

1. TERM AND TERMINATION

The term of this agreement shall be from July 1, 2011, until June 30, 2012. Either party may terminate this agreement after giving thirty (30) days' written notice to the other party.

2. OBLIGATIONS OF DCF

(a) DCF shall transfer funding to SCSU, via service transfer invoices, in an aggregate amount not to exceed \$38,500.00, of General Funds for the purpose of providing:

- (i) Stipends to students matriculated in the undergraduate social work program at SCSU in accordance with Section 3(a), (b) and (c); and
- (ii) Administration of the program by SCSU.

- (iii) DCF may engage the services of a consultant to assist with interviewing and training students. The cost of the consultant shall not to exceed the amount of \$5,000.00.
- (b) DCF shall participate in the selection of contractors and the negotiation of the terms of Personal Service Agreements to be entered into with contractors retained to provide interviewing, instruction and training to students pursuant to section 2(a) above. DCF shall forward to SCSU documentation necessary to prepare such Personal Service Agreements. This documentation shall be forwarded to SCSU at least one (1) month in advance for contracts and purchase orders under \$3,000.00 and two (2) months in advance for contracts and purchase orders over \$3,000.00. For those contractors who have multiple contracts with the state during the same calendar year totaling more than \$3,000.00, this documentation shall also be forwarded to SCSU at least two (2) months in advance.
- (c) DCF shall work with SCSU to select students for participation in the stipend program and will interview and place students in internships at DCF.
- (d) Students selected shall not be current employees of DCF.
- (e) DCF shall hire, within three months, students who have successfully completed the internship at DCF and a BSW or MSW degree program, have successfully participated in the DCF employment interview process, and have been subject to a successful criminal background and child protective services check.
- (f) DCF personnel shall schedule and attend meetings with appropriate SCSU personnel on a regular and as-needed basis, including one meeting prior to the commencement of the Fall 2011 semester to assist with the final selection and paperwork necessary to enroll students, and a second meeting at the end-of-the-year recognition ceremony.

3. OBLIGATIONS OF SCSU

- (a) SCSU shall participate (in conjunction with DCF) in the recruitment process for students to receive stipends for enrolling in courses to complete a BSW or MSW degree. These students shall sign a statement agreeing to work for DCF for two (2) years upon completion of their degree, assuming that the student successfully completes the internship, the degree program, the DCF employment interview, and the criminal and child protective services background checks. DCF will hire the successful students within three (3) months of degree completion supported through this program. If the student is not hired within this three (3) month period, the student's commitment to work at DCF shall be void. The agreement shall specifically state that students who do not complete the BSW or MSW program or do not remain employed with DCF for two (2) years shall reimburse DCF for the full amount of the stipends paid within ninety (90) days of a demand for reimbursement from DCF.
- (b) Undergraduate and graduate students will, in their final year of the BSW or MSW program, complete a field internship in a child welfare setting. The students will

either enroll in a course covering child welfare practice and policy content or be provided with content in a field practicum seminar.

- (c) SCSU will disperse stipends to a maximum of ten (10) students who are matriculated in an undergraduate or graduate program in Social Work. Students in an undergraduate program shall receive a stipend of Three Thousand Dollars (\$3,000), half for the fall semester and half for the spring semester. Students in a graduate program shall receive a stipend of Three Thousand Dollars (\$3,000), half for the fall semester and half for the spring semester.
- (d) SCSU personnel shall attend meetings with DCF personnel on a regular and as-needed basis. SCSU personnel shall attend one meeting prior to the commencement of the Fall 2011, semester to assist with the final selection and paperwork necessary to enroll students, and a second meeting at the end-of-the-year recognition ceremony. Additional meetings shall be conducted by SCSU, as necessary, for the purpose of recruitment and selection of students.
- (e) SCSU shall prepare a Personal Service Agreement (hereinafter PSA) for each contractor selected by DCF in accordance with section 2(b) above. Once SCSU receives the request for a PSA, SCSU shall initiate the PSA within three (3) business days. SCSU shall forward the PSA to the contractor. Once the contractor signs and returns the PSA, SCSU shall process the PSA and submit the PSA for Attorney General review and approval within seven (7) business days. Once services are completed by the contractor, the contractor shall invoice SCSU and be paid by SCSU within ten (10) business days upon receipt of the invoice. SCSU shall provide monthly account balances for the PSA account.
- (f) SCSU shall bill DCF via a transfer invoice on a monthly basis. The first such transfer invoice shall be submitted at the end of July 2011. The transfer invoice shall include the name of each student.
- (g) SCSU shall, within thirty (30) days of expiration or earlier termination of this Agreement, prepare and provide to DCF a final fiscal report, which report shall include: (i) the total funds transferred from DCF to SCSU; and (ii) the expenditures made by SCSU.
- (h) SCSU shall keep full and accurate books and records with respect to the receipt and expenditure of funds received hereunder. These records shall be subject to monitoring, inspection, review and audit by authorized employees of DCF. SCSU shall retain all such records for a period of three (3) years after the completion of any such audit performed by DCF.
- (i) SCSU shall provide to DCF any information pertaining to the use of funds as may be required from time to time for the preparation of reports required by the agency.
- (k) SCSU shall retain ten percent (10%) of the budget, or Three Thousand Eight Hundred Fifty Dollars (\$3,850.00), for administrative expenses.


4. AMENDMENT

Any amendment to or modification of this agreement shall be set forth in writing and signed by the parties.

DEPARTMENT OF CHILDREN AND FAMILIES

 _____ Date 12/23/18
By: Susan I. Hamilton, M.S.W., J.D.
Its: Commissioner

SOUTHERN CONNECTICUT STATE UNIVERSITY

 _____ Date 12/29/18
By: Selase Williams
Its: Provost and Vice President for Academic Affairs